
**PARK COUNTY
POSITION DESCRIPTION**

I. POSITION IDENTIFICATION

Work Unit: Treasurer's Office

Current Classification:

Pay Grade: 10

Title: Motor Vehicle/Tax Clerk

Non-Exempt Pay scale: \$8.65 - \$10.80 - \$12.95

Supervisor: Park County Treasurer

II. ASSIGNED DUTIES AND TASKS

Position overview: This position is responsible for registering motor vehicles and issuing license plates. This position covers for processing taxes and issuing moving permits as needed. This position works with the general public, state and local government agencies, dealerships, banks and private entities in a polite and professional manner.

Each duty listed below makes up at least 25% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.

- A. Complete Motor Vehicle duties with high regard to timeliness and accuracy.** Processes license fees daily, balances cash drawer daily, files copies of registrations daily, issues temporary RPO 40-day permits, pre-enters vehicle data from dealerships, lease companies and lenders, assigns plate numbers and registration info for exempt vehicles (such as county, churches and city), handles customer form 2290-Federal Highway use Tax, completes paperwork for Military, handicapped, ham radio, fire fighter professional exempt plates and non-profit organizational plates, processes incoming mail daily.
- B. Handle Inventory/Reports for the department in an efficient manner.** Keeps accurate record of 40-day stickers, completes interface in balancing with the accounting department. Runs and reviews for accuracy all Motor Vehicle reports and files daily. Monitors title work going to the state for accuracy. Maintains daily communication with the Treasurer regarding any issues that need to be addressed.
- C. Collection of Revenue and Taxes:** assists clerks with annual mailing, including filing duplicate copies, collects taxes and issues permits for moving mobile homes, handle daily deposits accurately and timely, files A101's daily, assists/processes the balancing of the main drawer daily in absence of Chief Deputy, issues fireworks permits bi-annually and type correspondence as needed.
- D. Public Relations:** Greet the public in a friendly manner in person and on the phone. Show professionalism by exercising tact, diplomacy and be courteous at all times. Answer all public inquiries to the best of your knowledge or refer them to the correct source. This position acts as liaison between the public and the county.

- E. **OTHER DUTIES AS ASSIGNED:** Attends seminars/workshops approved by the Treasurer.

III. KNOWLEDGE

The requirements listed below are representative of the knowledge, skill, and/or ability required to perform the daily functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position will require a background check upon employment offer.

Education and Experience: High School diploma or GED. Must have two years of recent Customer Service experience in a detailed environment. Experience working directly with the public is preferred along with Motor Vehicle experience (State of Montana) . Must have the ability to multi task while providing good customer service and the ability to balance a cash draw accurately. Must type 40 wpm with accuracy and have proficient 10 key skills with accuracy. Basic knowledge of general office equipment such as computers, copiers, printers, phones, fax, credit card machines and calculators is necessary.

IV. ACCOUNTABILITY

This position makes decisions regarding the accurate processing of Motor Vehicle/Tax records for the public. This position must use standardized practices and procedures, guidelines, and methods that are available to ensure compliance with statutes, rules, requirements, and laws. Specific laws, regulations and processes are available and must be followed. This position is empowered to exercise good judgment in applying these laws, regulations and processes.

V. CONFIDENTIALLY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems, such as troubleshooting software and system problems. Will work to develop and recommend new processing procedures in response to identifying process

inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Park County Treasurer.

VII. PERSONAL CONTACTS

This position has contacts with the public, other county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding their daily duties. The contacts must be friendly, professional, tactful and courteous at all times.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position occasionally needs to be able to lift up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.